

JOB POSTING



Assistant Operations Manager

For over 30 years, the Shakespeare on the Saskatchewan Festival has produced the works of Shakespeare on the banks of the South Saskatchewan River and attracted visitors from across the province, the country, and the world. We strive to create a warm, relaxing, and inviting atmosphere for our patrons so they can truly enjoy their theatrical experience. The Assistant Operations Manager will provide behind the scenes support as well as working hands-on with the public.

Working under the supervision of the Operations Manager, the Assistant Operations Manager's duties and responsibilities will include but not be limited to:

- Cash handling and reconciliation
- Donation processing and reconciliation
- Supply procurement and delivery to the festival site
- Volunteer management including but not limited to: recruitment, scheduling, database tracking, and training
- Special event coordination and execution
- Work shifts in all patron relations departments (Box Office, Front of House, Bar/Concession)
- Assist in coordinating emergency procedures for the festival
- Active involvement in social media campaigns
- Other duties as assigned

HOURS OF WORK: Full time (32-40 hours a week), variable hours

RATE OF PAY: \$12.29/Hour

DURATION: June 6th, 2019 to August 21, 2019

APPLICATION DEADLINE: April 15, 2019

Qualifications:

1. Must be 19 years of age as of June 6, 2019
2. Possess excellent organizational and communication skills
3. Ability to work independently, and as part of a team
4. Enjoy working outdoors and able to work in inclement weather
5. Possession of a Class 5 Driver's license
6. Have an outgoing personality and a penchant for working with members of the public
7. Availability to work odd hours including daytimes, evenings and weekends throughout the summer
8. First Aid or equivalent training is an asset
9. Experience working in administration and/or customer service will be considered an asset
10. Post-secondary training in business, finance, and/or theatre will be considered an asset

This position is subject to SOTS receiving funding through the Canada Summer Jobs Program. In order to be eligible, applicants must be -30 years old or younger. We are interested in submissions from diverse communities as we welcome all voices in our organization. All qualified individuals are encouraged to apply.

Please mail or email resume with cover letter and 2 references to:

Shakespeare on the Saskatchewan Festival Inc.

Box 1646, Saskatoon, SK S7K 3R8

E-mail: om@shakespearesask.com

Attn: Melanie Rogowski

Email Subject Line: Assistant Operations Manager 2019

NO PHONE CALLS PLEASE

Applications without a cover letter will not be accepted